

**From:** Bruce Wagner  
**To:** GOWG  
**Subject:** Meeting Minutes (05/22/03 02:00 PM EST)  
**Date:** May 27, 2003  
**GSFC Location:** Room N226, Bldg 12  
**Meet me number:** 800-619-3240, Pass Code: **88366**, Conf. Leader: Mike Rackley

**Next Meeting:** June 12, 2003 at 2:00 pm

1. Upcoming Events – Mike
  - Mission PDR – 6/3 – 6/4
  - GDS SRR – 7/22

2. Highlights of recent meeting with LAT and GBM – Ernest and John

**For accuracy please refer to the LAT and GBM minutes that will be issued.**

Major steps have been taken in an effort to coordinate the activities between the GBM IOC, LAT IOC and SSC.

LAT Meeting - Reviewed the highlights of the LAT meeting; database agreements, simulator concerns, load requirements, GLAST User Committee, 32-bit data synch, review of the LAT to GBM ICD etc.

David Band wanted to know if we had any discussions with SpectrumAstro as to what the vocabulary of pointing would be. He wanted to know how he should express his scheduling outputs. He was informed that we did not have any direct discussions with SAI about this and Erik pointed him to the SPS requirements to get a good fix on whether the 10 points/orbit would be sufficient to define a sky survey or would he prefer to use an offset.

David also wanted to ensure that the LAT IOC would be delivering the planning and scheduling requests in the same format as the GBM IOC. The format is not yet defined, but that the command flow was walked through with Dave Lung and he agreed that he would be using ATCs and Memory Loads in principle. A single standard for all requests is the goal.

GBM Meeting - Reviewed the highlights of the GBM meeting; BAP processing, command processing, database naming convention and delivery format.

3. Road to Ground SRR – Ernest

SRR will cover General Ground System overview (architecture and operations) and expand upon charts developed for the Mission PDR. The SRR should not include detailed design, but how effort is being managed (GOWG, TIMS, testing approach, website). It should show compliance with the Project Engineering Plan (Ops readiness plan, simulations I&T support, data flows.

At the element level:

- LIOC,
- GIOC,
- SSC/HEASARC,
- MOC (SAI, KSC, GCN), GN, SN, Network

Discuss plan for development at site, test plan, CM, summary of driving requirements, development dependencies, personnel and org chart.

Ground system level will cover top 10 issues list and close with road to PDR.

- 5/29 - Agenda and template for the presentation will be sent out.
- 6/18 – Charts due made available to review team (members will continue to work charts and give review team a chance to provide inputs prior to the walkthrough)
- Week of 6/23 – Dry Run of SRR
- 6/30 – Updates of charts due back to Mike.
- 7/10 – SRR package to board.
- 7/22 – SRR at GSFC Visitor's Center.
- 7/23 & 7/24 - Splinter meetings and ITOS Demo?

In parallel to the SRR, the GSRD is being prepared in order to have an SRR version available for review by July 10.

- 7/23 – Initial draft out to instrument teams.
- 6/6 – Comments due.
- 6/16 – Updated draft out to GLAST Project.

- 6/25 – GSRD review with Project.
- 7/10 – SRR version of GSRD delivered.

The Ground System Project Plan is being written by M. Rackley and E. Canevari. It will be available by the Ground System SRR and is based on the Swift model.

- Define all of the Milestones of the project
- Establish the acceptance criteria
- Provide the guidelines for the quality process and control changes to the plan
- Provide schedule contingency
- Manage major project risks
- Train new members to the project team

#### 4. Mission PDR (June 3/4/5) – John

Schedule:

Tue, June 3: 1 pm – 6 pm

Wed, June 4: 8 am – 5:30 pm

Thu, June 5: 8 am – 12 noon

11:30 am – 1 pm – Open Pit BBQ Party

All PDR attendees welcome – Cost = \$13

Location : Visitor's Center

Post-review ITOS Demo?

Post-review Technical Interface Meetings?